

A Cut Above

Main Menu

- 1. Open the solution**
- 2. Enter in new data**
- 3. Open the data file**
- 4. Edit data**
- 5. Save data**
- 6. Unprotecting the sheet**
- 6. Print the output**
- 7. Exit the solution**

On-Screen User Documentation

Tip: Remember to save often, not doing so may result in an unexpected loss of data.

1. Open the Solution


1.1. Open Excel, via Start menu button-All Programs-Microsoft Office-Microsoft Office Excel 2007.

1.2. Once Excel is open go to File-Open and open "A Cut Above" or the name which you have named your solution.

2. Enter in New Data and/or Formulas

2.1. Click on the cell in which you want the data to appear.

2.2. Type in the formula box your desired data, or alternativley type straight into the actual cell. If you wish to create a formula, type a '=' sign prior to your text or numerical value/s.

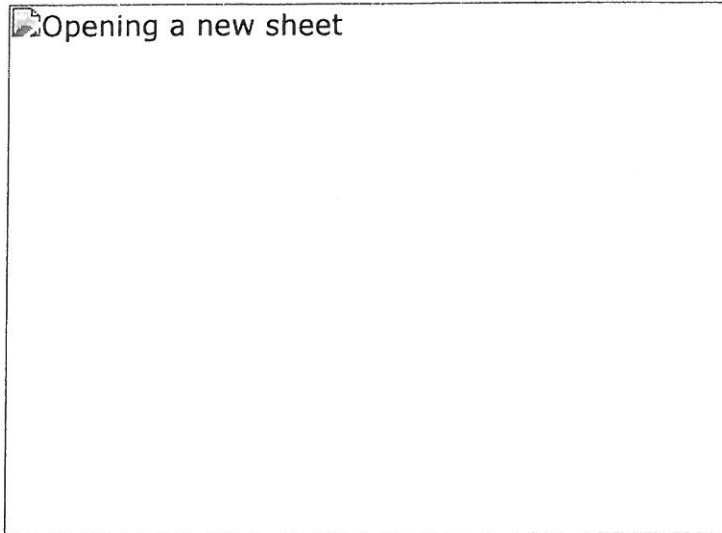
 Formula Box

3. Open a New Sheet

3.1. When the solution is opened, the sheet titled, 'Menu' should automatically appear. On this sheet there are a number of macros that appear as buttons. Clicking one of these buttons will lead to the sheet that that button is assigned to.

3.2. Alternatively, at the bottom of the excel window is a series of tabs that can be clicked that will lead to your desired sheet.

3.3. If you wish to add a sheet, click on the icon at the end of the series of tabs.



4. Edit Data

4.1. Click on the desired cell in which the data you wish to edit is contained.

4.2. To edit the data click on the formula box and make the changes you wish, alternatively, edit the data by making your changes directly into the cell itself.

5. Save Data

5.1. Click the 'File' button.

5.2. In the 'file' menu select the 'save' option.

5.3. Alternatively, if you wish to save your file under a different name or a different file time select the 'save as' option.

6. Unprotecting a Sheet

6.1. If the sheet you wish to edit is protected, you will need to first unprotect the sheet.

6.2. To do this, click on the 'Review' tab.

6.3. In the 'changes' group select unprotect sheet.

6.4. type in the required password and the sheet will be unlocked.

7. Print the Output

7.1. Click the 'File' button.

7.2. In the 'file' menu select the 'print' option.

7.3. Select the desired print options and select the print button.

8. Exit the Solution

WARNING: Do not close the solution prior to saving. Not doing so may result in a loss of data.

8.1. Click the 'File' button.

8.2. In the 'file' menu select the 'close' option.